

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address General Manager's Office Division of Equal Employment Opportunity Suite 1200 100 Peachtree Street, N.W. Atlanta, GA 30303			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR - 1 1976 76-76 MAR 10 1976			
4. Person to Contact Gail Y. Winfrey		5. Working Title Executive Secretary		6. Telephone No. 586-5240		
7. ACTION REQUESTED <input checked="checked" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1972 - Present		9. Exact Series Title Equal Employment Opportunity Discrimination Charge File				
10. What is the function of the office in which this record series is created? The Division of Equal Employment Opportunity is responsible for ensuring that the Authority meets or exceeds all federal, state, and local EEO legal requirements. Specifically, the EEO staff (1) monitors the Authority's affirmative action program to maintain an adequate level of minority and female employment, (2) conducts a compliance review of all MARTA contractors and subcontractors to require programs of affirmative action, and (3) encourages minority business utilization by the Authority and its contractors to maximize opportunities for minority and small businesses to participate in the MARTA project.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: Charges of discrimination in employment opportunities. Included are: Statements of complaints, investigative reports, findings of investigations, recommendations, and/or settlement agreements. File is arranged: Alphabetically, by complainant, by year.						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers		No. of Drawers 1	Cu. Ft. of Records 2	Annual Rate of Accumulation 1 1/2		
Legal-size File Drawers		1	2	Floor Space Occupied (Square Feet) 55-8-2		
AVERAGE DAILY REFERENCES		1	1	0	0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ [] Is this the Record Copy of the series?
14. [] ☒ Is there a duplication of this series in another office or agency?
15. [] ☒ Is the information contained in this series ever summarized or published? Attach copy.
Sample Attached.
16. ☒ [] Does the series contain classified information requiring security handling?
17. [] ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ [] Could the function be performed if the files were lost or destroyed?
19. [] ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. [] ☒ Does the record series provide data as input to an EDP file?
21. [] ☒ Does the record series contain documentation produced as EDP printout?
22. ☒ [] Has the Federal Government issued instructions governing retention/disposition of these files?
See Item 23.
23. ☒ [] Will there be a need for these records 10, 15 years from now? If yes, what? If file is active, record is required by Civil Rights Act, Title VII.

24. REQUIREMENTS. The following requires the files to be kept Perm years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off

- [] CALENDAR YEAR [] FISCAL YEAR [X] Other When litigation has been terminated or file has been inactive for 1 year, then
- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Place in inactive file; hold inactive file in current files area 1 year; then transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved Department Records Management Officer. Date <u>Martha C. Spencer</u> 2-9-76	Approved Legal Counsel Date <u>Wayne K. Ruder</u> 2-9-76
Approved Division Head, Designee Date <u>James H. Schaefer</u> 2/6/76	Approved Division of Audit Date <u>William T. Carr</u> 2-9-76
Approved Department Head, Designee Date <u>John L. Carr</u> 2-9-76	Approved MARTA Management Advisory Committee Date <u>Carol Hart</u> 3-10-76
Approved Records Management Analyst Date <u>Douglas M. Harris</u> 2-5-76	Approved Department of Archives and History Date <u>Carol Hart</u> 3-10-76